



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>March 6, 1972</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>MAR 10 1972 82</b> <b>MAR 10 1972</b>	
2. Agency Application No. <b>DPS-06-72</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Public Safety Drivers Services Division P.O. Box 1456 Atlanta, Ga. 30301</b>		4. Person to Contact <b>Capt. J.B. Dailey</b>	
				5. Working Title <b>Supervisor</b>	
				6. Tel. No. <b>627-3531</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates <b>1969 - future</b>		9. EXACT SERIES TITLE <b>Arrest Disposition Pending File</b>			
10. What function performed resulted in creation of this series  <b>This file is created as the result of an arrest made by a member of the Georgia State Patrol. The information is entered into the Computer Drivers file and filed pending court disposition. This file pertains only to out of state drivers.</b>					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any  <b>This file contains the arrest copy of the GSP-32 citation concerning out of state drives.</b>					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				4      5.0	
Legal-size File Drawers				In Office(s)      In Storage Area(s)	
				7	
				By Annual Accumulation      This Year's      Last Year's      Preceding Year's      All Prior Years'	
				AVERAGE DAILY REFERENCES	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ YES ☒ NO
14. Is there a duplication of this series in another office or agency?  
Original copy held at post pending court disposition. ☒ YES ☐ NO
15. Is the information contained in this series ever summarized or published?  
Monthly, quarterly and annually in computer printouts ☒ YES ☐ NO
16. Does the series contain classified information requiring security handling?  
For Department of Public Safety use only. Confidential ☒ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed?  
From Post copy and Computer Drivers Record. ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file?  
For Statistical processing and computer drivers record. ☒ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 2 years:

a. ☐ STATE LAW    b. ☒ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Statute of limitations for court prosecution.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area        month(s)/ 2 year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold        year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or        year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area        year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Status of limitations for court prosecution.

**(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)**

26. Inventory taken by <i>Ed. G. W. Murray</i>	Recommendations prepared by <i>Carl J. B. Nailing</i>	Approved for Division Date <i>Carl J. B. Nailing</i>	Records Management Office Date <i>Lewis G. Bell</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Lewis G. Bell</i>	Date 3-6-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	Date 3-9-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Devin. Torgerson</i>	Date 3-10-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Jimmy Carter</i>	Date 3-10-72